A to Z

Of ELECTION DAY

ALASKA POLL WORKER'S MANUAL

Learn about:
Election Fundamentals, Polling Place Set-Up, Opening the Polls, Processing Voters & Closing the Polls

About this manual

This manual explains how you can efficiently perform your duties while providing excellent service to voters visiting the polling place. You will find information about specific procedures along with step-by-step *Job Card* instructions for setting up a safe and accessible polling place, processing voters during voting hours, and securing and transferring materials after the polls close.

If you have a question that has not been addressed in this manual, please call your regional office (contact information is on the back of this manual). We are committed to supporting you throughout the election cycle and look forward to working with you on Election Day.

Thank you in advance for devoting your valuable time and energy to serving as a poll worker. Your decision to serve in this vital role, to help maintain the integrity of elections, and to instill confidence in its outcomes, is appreciated.

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Chairperson Checklists

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PRE-ELECTION CHECKLIST

- ❑ **Recruit 3 - 4 workers**. Ensure your poll workers are politically balanced.
- ❑ **Post Notices** – You may receive a poster(s) providing election information that must be posted in your community within the precinct area. If you receive the poster, sign, and return the posting certificate to your election supervisor.
- ❑ **Contact the polling place provider** before Election Day and arrange for building access. GET A KEY if necessary.
- ❑ **Verify** that voting booth(s), ballot box, worktables and chairs are available at the polling place.
- ❑ **Receive ballots** - Verify ballot stub numbers match what is printed on the ballot receipt (notify the supervisor if they don't match). Complete, sign and return the ballot receipt to the election supervisor.
- ❑ **Verify** you received all supplies and voting equipment according to your supply inventory sheet. If anything is missing, contact your election supervisor immediately.
- ❑ **Store the ballots**, supplies and voting equipment (precinct scanner and voting tablet) in a safe location. Store equipment in a warm, dry, secure location. DO NOT store voting equipment in the cold.
- ❑ **DO NOT** leave ballots, precinct register or equipment in the polling place overnight.
- ❑ **REVIEW** the Alaska Poll Worker's Handbook and online training videos prior to Election Day.
- ❑ **COMPLETE** and return the election training oath.
- ❑ **VERIFY** that the parking lot is accessible with no obstructions. Contact your election supervisor if you notice anything that would prevent voters from being able to enter the lot.
- ❑ **VERIFY** that the voter entrance and any separate ADA entrances remain unobstructed and accessible to all voters.
- ❑ **WALK** from the parking lot to the voting booths. Are there any obstructions that might make it difficult for someone in a wheelchair or with limited mobility to navigate this path?

THE DAY PRIOR TO ELECTION DAY

- ❑ Remind poll workers to be at the polling place at least 1/2 hour before polls open.
- ❑ Setting up as much as you can the day prior will make election morning less stressful.

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SETUP & OPENING CHECKLIST

CHAIRPERSON CARD

Have poll workers arrive at the polling place at least ½ hour before the polls open to help finish setting up if not already done. **Assign the four orange Opening Job Cards.**

By law, all equipment, materials, and notices must be ready for voters at 7:00 a.m. To meet this requirement, please follow this timeline:

Double-check the following:

Card 1 Election Table.

- ❑ The American flag is displayed.
- ❑ All posters, sample ballots, and ballot measure information is displayed.
- ❑ Regular paper ballots are in numerical order with the lowest stub number first.
- ❑ Make sure a magnifying glass is also available for anyone who may need it.

Card 2 Scanner / Ballot Box.

- ❑ Ballot box is set up.
- ❑ If using the blue supply bag as a ballot box for questioned ballots, special needs ballots and by-mail ballots turned in, ensure the security lock is in place and bag accessible for voters to put envelopes into.
- ❑ Security seal locks are in place.
- ❑ Unit is on and ready, the STATUS REPORT has been signed.

Card 3 Voting Tablet.

- ❑ Security seal locks are in place.
- ❑ Printer is connected, on and ready.
- ❑ Unit is on and ready.
- ❑ Screen is not facing the public.

Card 4 Voting Booth.

- ❑ Both regular and accessible voting booths are set up.
- ❑ A “How to Vote” poster and pen is in each booth.

SETUP & OPENING CHECKLIST

CHAIRPERSON CARD

Review and sign the:

- ❑ Precinct Register Oath.
- ❑ Questioned Register Oath.
- ❑ Special Needs Register.
- ❑ Language Assistance Log.
- ❑ Timesheets.
- ❑ Voting Tablet Security Log.
- ❑ Precinct Scanner Security Log.
- ❑ Official Ballot Receiving List.

Assign the six green Voting Job Cards.

- ❑ Usually, four Poll Workers work at the polling place and may rotate duties.
- ❑ Job cards 1, 2, 3 and 4 are per person.
- ❑ Job cards 5-7 can be given to one (or more) person depending on the number of workers working.

Open polls on time.

- ❑ 7:00 am for the Primary and General Elections.
- ❑ 8:00 am for the state conducted school board elections (REAA) and state conducted special local elections.

Polling place security. Never leave the polling place or election equipment unattended unless in an emergency; physical security is the best security. Do not allow loitering or disruptions in the polling place.

Contact your election supervisor if you need assistance. When instructed, call your regional election office to let them know you are open.

CLOSING CHECKLIST

CHAIRPERSON CARD

Reminders

- ❑ At 7:45 pm, announce the polls will close in 15 minutes.
- ❑ At 8:00 pm, declare the polls closed and close the door. If due to the polling location you can't close the door, have a Poll Worker stand in line to inform late arrivals that the polls are closed. Allow people still in line at 8:00 pm to vote.
- ❑ If a voter comes in after the polls close and demands to vote inform the voter that the polls have closed. If the voter insists on voting, have the voter vote a questioned ballot. Make a note on the questioned ballot envelope that the voter arrived after the polls were closed.
- ❑ Process all voters before closing.
- ❑ Divide red **Closing Job Cards** between Poll Workers so they can be completed at the same time.
- ❑ Prepare election materials for return.

TURN OVER

CLOSING CHECKLIST

CHAIRPERSON CARD

Assign the red Closing Job Cards.

Some job cards are precinct type specific and may not apply to your location.

Double-check the following:

Card 1 Unused Ballots and Stubs.

Before opening the ballot box, make sure that the remaining unused ballot are secured.

Card 2 Spoiled Ballot Log and Precinct Register.

- ❑ The number of spoiled ballots and number of signatures are provided to the Poll Worker assigned to Closing Card 7 Ballot Accountability.

Card 3 Precinct Equipment.

- ❑ Scanner - Results have printed and transmitted.
- ❑ Voting Tablet - *Before powering off*, the number of "Total Ballots Cast" using the Voting Tablet is recorded on line 6 of the Ballot Accountability on the back of the precinct register cover.

Card 4 Hand Counting Ballots. (Scanning precincts skip this section)

- ❑ The Summary Sheet has been completed and all subtotals match.
- ❑ Results have been called into the regional office.

Card 5 Securing Voted Ballots.

- ❑ All voted ballots are inside the sealed, signed, and numbered envelope(s).

Card 6 Questioned & Special Needs Ballots.

- ❑ Questioned ballot total is entered on line 2 of the Ballot Accountability.
- ❑ Special Needs ballot total is entered on line 3 of the Ballot Accountability.

Closing Job Card 7 - Ballot Accountability.

- ❑ The accountability is completed and balanced.

Closing Job Card 8 - Returning Materials - By Mail / On Site.

- ❑ By Mail - The return address card was flipped over and mailed the day after the election.
- ❑ On Site - Materials are returned election night.

Fundamentals

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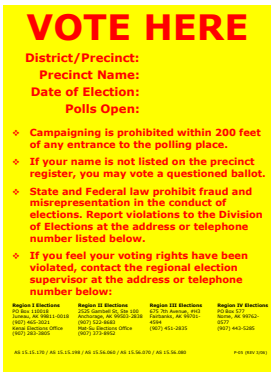
NO CAMPAIGNING

Campaigning is **not allowed** within 200 feet of any entrance into the voting area during the hours the polls are open.

These rules apply to voters, Poll Watchers, and Poll Workers.

Poll Workers MUST:	
• Post the "Vote Here" campaigning notice at the entrance into the polling place.	
• Use the ball of string, if needed, to measure 200 ft. from the entrance.	
• NOT allow campaigning within 200 ft. of any entrance.	
• NOT allow discussions about candidates or issues on the ballot.	
• NOT allow political buttons, hats, or clothing within 200 ft. of any entrance.	
• NOT allow political signs or bumper stickers within 200 ft. of any entrance.	



VOTE HERE

District/Precinct:
Precinct Name:
Date of Election:
Polls Open:

- **Campaigning is prohibited within 200 feet of any entrance to the polling place.**
- **If your name is not listed on the precinct register, you may vote a questioned ballot.**
- **State and Federal law prohibit fraud and misrepresentation in the conduct of elections. Report violations to the Division of Elections at the address or telephone number listed below.**
- **If you feel your voting rights have been violated, contact the regional election supervisor at the address or telephone number below:**

Region I Elections
(907) 465-4611
Juneau, AK 99811-0018
(907) 465-3021
Kenai Elections Office
(907) 283-3605

Region II Elections
(907) 269-8500 or 800 105
Anchorage, AK 99503-2838
(907) 522-8683
Mat-Su Elections Office
(907) 373-6952

Region III Elections
(907) 451-2835
Fairbanks, AK 99701-4594
(907) 451-2835

Region IV Elections
(907) 443-5201
Nome, AK 99762-0577
(907) 443-5285

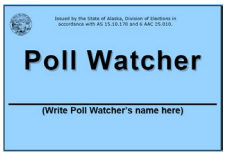
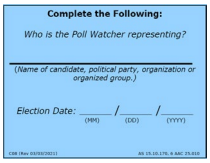
AS 15.15.170 / AS 15.15.198 / AS 15.56.060 / AS 15.56.070 / AS 15.56.080

P-05 (REV 3/06)

- **Voters may bring** their own materials to help them vote such as a sample ballot or voter pamphlet. The Official Election Pamphlet <u>can be displayed</u> in the polling place as this does not violate the 200 ft. rule (6 AAC 25.730).
- **Check voting booths regularly** for campaign or voting materials left behind by the voters.
- **Removal or exhibit of ballot** is not allowed in a polling place. If voters exhibit ballots, the voter MUST spoil and be issued a replacement ballot. *Only Special Needs ballots are allowed to be removed from the polling place.*

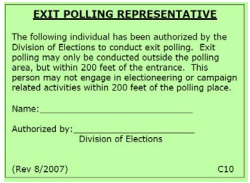
POLL WATCHERS

A Poll Watcher is a person assigned by a political party, candidate, organization, or organized group that sponsors or opposes a ballot measure to observe activities at the polling place guarding against illegal voting, fraudulent counting of ballots, and other election law violations.

These Poll Watchers Rules Must be Followed:	
• Poll watchers must wear a Poll Watcher badge with their name on the front and whom they represent on the back (party, candidate, organization, or group).	
• Only one Poll Watcher from each political party, candidate, organization, or group is allowed in the polling place at a time.	
• Poll Watchers may stand close enough to hear and record name of person voting while maintaining voter privacy.	
• Poll Watchers must **NOT** handle any voting materials or sit behind the poll worker's table.	
• Poll Watchers may challenge a voter's qualifications.	

EXIT POLLSTER

An Exit Pollster conducts a survey for news coverage or trends used to predict the outcome of an election.

Exit Pollsters MUST:	
• Wear an Exit Pollster badge with the name of the person conducting the poll and the division staff authorization.	
• Conduct exit polling outside the polling place entrance. The campaign rule does not apply to exit polling.	
• NOT disrupt the voting.	
• ONLY approach voters who have already voted and wish to participate in the exit survey.	
• NOT block the entrance for voting.	

Opening Job Cards

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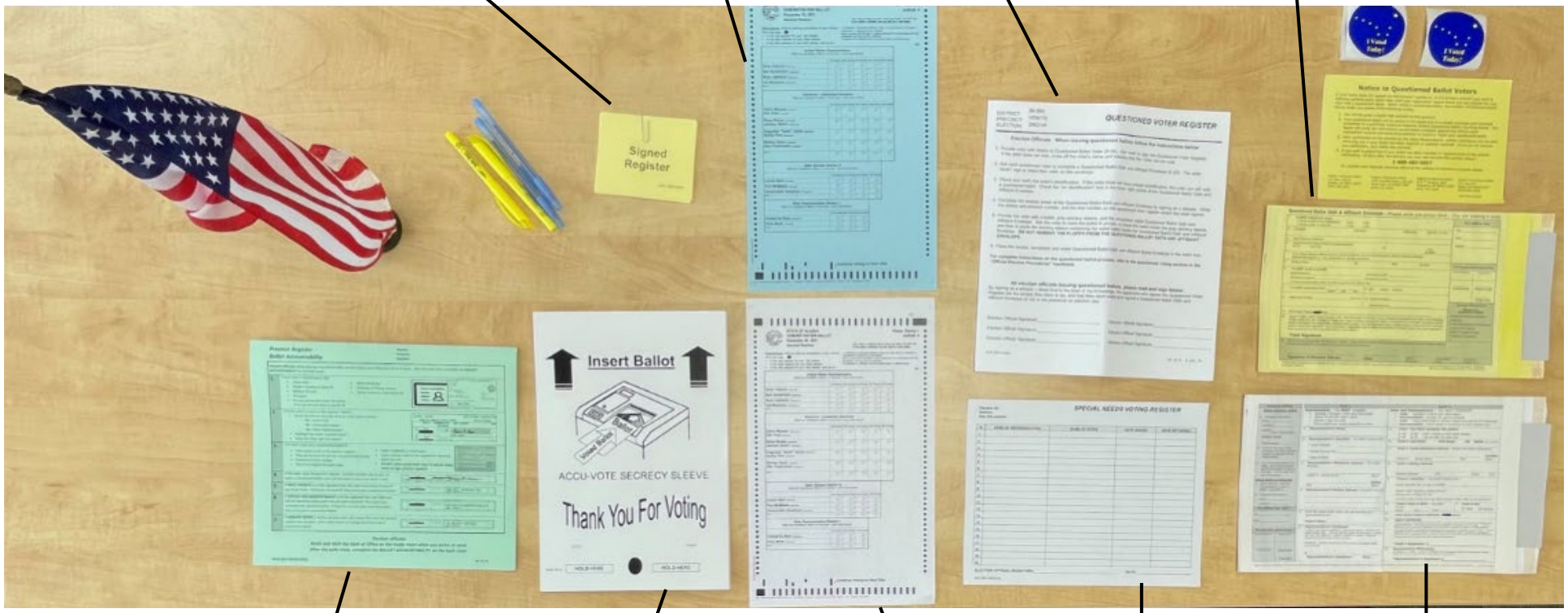


Ballot Issuing Cards

Sample Ballots

Question Ballot Register

Question Ballot Envelopes

Precinct Register

Ballot Secrecy Sleeves

Official Ballots

Special Needs Register

Special Needs Envelopes

NOTE: Organize all ballots in numerical order with lowest numbers first.

OPENING JOB CARD 1
ELECTION TABLE AND BLUE BAG

OPENING JOB CARD 1
ELECTION TABLE AND BLUE BAG

Card 1 Election Table.

- The American flag is displayed.
- All posters, sample ballots, and ballot measure information are displayed.
- Regular paper ballots are in numerical order with the lowest stub number first.
- Make sure a magnifying glass is also available for anyone who may need it.

CHAIRPERSON:

For **scanning precincts,** assign the Equipment Worker to set up the scanner using the separate *Precinct Scanner Guide*.

If you have a blue supply bag and you use it as a ballot box for questioned, by mail and special needs ballots envelopes, assign a Poll Worker to convert the blue supply bag into a ballot box by inserting a Security tab on the bag. (Instructions on back)

How to Insert the Security tabs for both The Blue Ballot Box and Red Bags

Step 1 – Zip the bag completely closed.

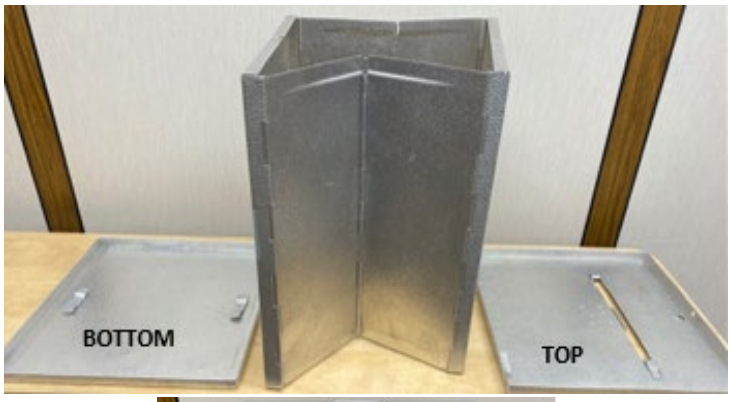
Step 2 – Put the zipper handle into the locking base and snap into place.

Step 3 – Inset the prongs of the security tab into the lip of the zipper handle.

NOTE: If a tab breaks when you are securing the lock, please place it in the plastic bags and return it with your supplies

For **hand count** precincts, assign a Poll Worker to set up the ballot box.

Seal the ballot box inside the bottom with the side pins on the outside. Twist bottom latches to secure. Align the lid flanges into the slots and secure with a zip tie.



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CHAIRPERSON:

Assign the Equipment Worker to set up the Voting Tablet using the separate *Voting Tablet Guide*.

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SET UP ACCORDING TO GRAPHIC

Step 1: Lift the legs, straighten the diagonal brace and set the booth upright.

Step 2: Open the booth by inserting a pen or similar object and slide the metal locks towards the center of the case.

Step 3: Raise and straighten the metal curtain supports and extend the curtain arm on each support.

Step 4: Place the lid of the case upside down on the front support and hook the holes along the back edge of the lid.

Step 5: Hang the white curtain around the sides and fix the striped curtain to the front with the metal rods.

OPENING JOB CARD 4
VOTING BOOTH

Step 1: Lift the legs, straighten the diagonal brace and set the booth upright.

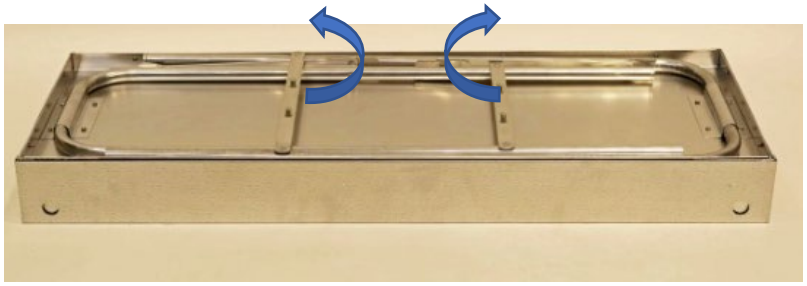
Step 2: Open the booth by inserting a pen or similar object and slide the metal locks towards the center of the case.

Step 3: There should be two metal feet for each handicap-voting booth. *The feet are left and right specific*. One at a time, place the short metal stubs on a foot inside the tubing that forms a leg of the booth. Rotate the flat metal end pieces and hook them to the metal stops attached to the booth's leg. Extend the curtain arms on each support to the front and straighten the diagonal braces.

Step 4: Position the lid of the case so that the end of the booth's upright curtain supports first through the holes in the short side of the lid. The long side of the lid will hang down the back of the booth. There are 1 ½-inch screws protruding from the long side of the lid. Push these screws through small holes in the upright curtain supports.

Step 5: Hang the white curtain around the sides and back of the booth. Fasten the curtain to the extended curtain arms using the spring clips attached to the top of the curtain.

Step 6: The door curtain has a metal rod with ends that are bent at right angles. Insert the ends of the curtain rod into the small openings at the end of each curtain arm at the front of the booth.



OPENING JOB CARD 4
ACCESSABLE VOTING BOOTH

Voting Job Cards

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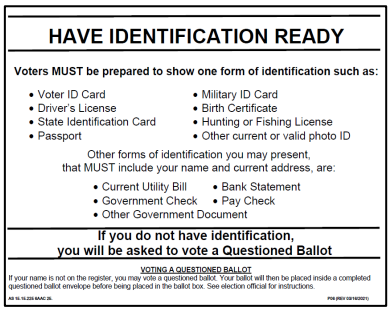
PRECINCT REGISTER

Step 1: Check the voter's identification – Acceptable forms of ID are listed on the "Have Identification Ready" poster.



HAVE IDENTIFICATION READY

Voters MUST be prepared to show one form of identification such as:

- Voter ID Card
- Driver's License
- State Identification Card
- Passport
- Military ID Card
- Birth Certificate
- Hunting or Fishing License
- Other current or valid photo ID

Other forms of identification you may present, that MUST include your name and current address, are:

- Current Utility Bill
- Government Check
- Other Government Document
- Bank Statement
- Pay Check

If you do not have identification, you will be asked to vote a Questioned Ballot

VOTING A QUESTIONED BALLOT

If your name is not on the register, you may vote a questioned ballot. Your ballot will then be placed inside a completed questioned ballot envelope before being placed in the ballot box. See election official for instructions.

- **Do you personally know the voter?** If so, you do not need to ask for ID, unless MUST SHOW ID appears on the voter's signature line.

Step 2: Locate the voter's name on the precinct register.

- If the voter's name cannot be located or has changed, the voter **MUST** vote a questioned ballot.
- If **MUST SHOW ID** appears on the signature line, the voter must show ID even if you know them. If they do not have ID, the voter must vote a questioned ballot.
- Questioned or special needs voters DO NOT sign the precinct register.

Step 3: Mark the type of ID presented by the voter with an X in the appropriate column or if personally known, mark PK.

(VC) = Voter ID Card **(OI)** = Other ID **(PK)** = Personally Known

Step 4: Have the voter sign the precinct register.

- Highlight the voter's name on the precinct register.
- Voter signs or makes a mark on the precinct register above their printed name.
- Give the voter a "Signed Register" card.

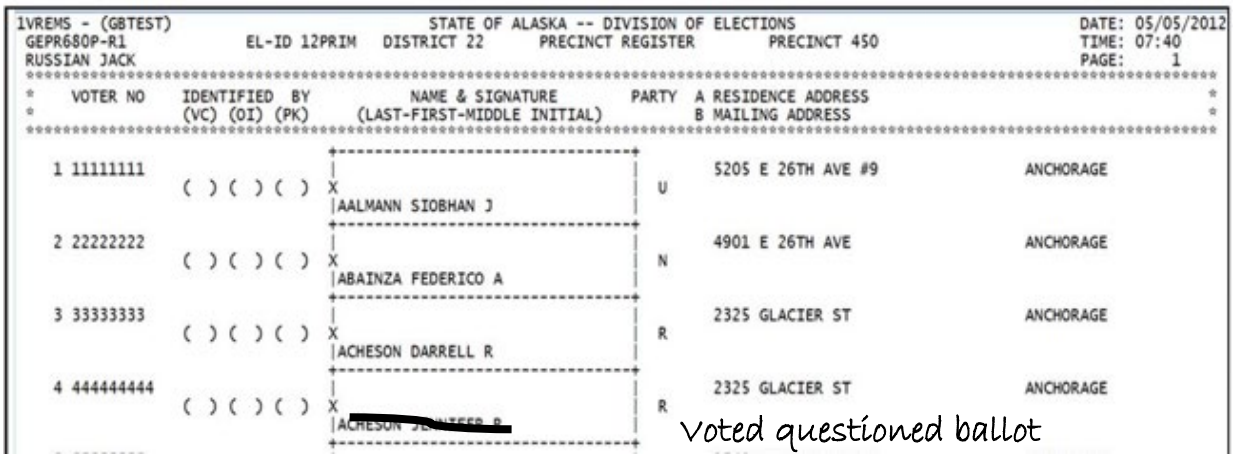
Step 5: The voter MUST vote a questioned ballot if:

- Voter's name is not in the register
- Voter does NOT have ID and is not personally known
- Voter's eligibility was challenged
- Voter arrived after 8:00pm and demands to vote.
- Voter's name changed
- Voter's residence changed
- Already Voted is on signature line
- MUST SHOW ID is on signature line and voter still does not have acceptable identification.

Step 6: Direct voter to the ballot issuing worker to receive their ballot.

REMINDER

If the voter has signed the precinct register and leaves without voting or votes a questioned ballot instead, cross out the voter's signature and make a note on the precinct register.



1VREMS - (GBTEST) STATE OF ALASKA -- DIVISION OF ELECTIONS DATE: 05/05/2012
GEPR680P-R1 EL-ID 12PRIM DISTRICT 22 PRECINCT REGISTER PRECINCT 450 TIME: 07:40
RUSSIAN JACK PAGE: 1

VOTER NO	IDENTIFIED BY (VC) (OI) (PK)	NAME & SIGNATURE (LAST-FIRST-MIDDLE INITIAL)	PARTY	A RESIDENCE ADDRESS B MAILING ADDRESS	
1 11111111	( ) ( ) ( )	X AALMANN SIOBHAN J	U	5205 E 26TH AVE #9	ANCHORAGE
2 22222222	( ) ( ) ( )	X ABAINZA FEDERICO A	N	4901 E 26TH AVE	ANCHORAGE
3 33333333	( ) ( ) ( )	X ACHESON DARRELL R	R	2325 GLACIER ST	ANCHORAGE
4 444444444	( ) ( ) ( )	X [redacted]	R	2325 GLACIER ST	ANCHORAGE

Voted questioned ballot

ISSUING BALLOTS

Collect the Signed Register card from the voter.

Step 1: Issue voter a paper ballot unless the voter needs or would benefit using the voting tablet. If the voter is going to use the voting tablet, direct them to the Voting Tablet Worker for assistance.

Step 2: For regular paper ballots, you will issue them in numerical order, starting with the lowest stub number first. Provide the ballot to the voter inside a secrecy sleeve folder.

Step 3: Provide instructions to the voter:

- Vote both sides of the ballot, if applicable.
- Completely fill in the ovals.
- **Ranked Choice Voting General Election Only:** Voter ranks as many or as few candidates as they like by completely filling in the oval in the (1st Choice, 2nd Choice, 3rd Choice, etc.) column for each candidate. The voter can only fill in one oval for each candidate or column.
- Deposit ballot into precinct scanner or ballot box.

Write-Ins

(GENERAL ELECTION and REAA ELECTION ONLY)

Voter must write the name of the write-in candidate on the space provided AND completely fill in the oval to rank their choice. A list of write-in candidates will be included in supplies for poll workers to assist voters. Do NOT post the write-in list or discuss write-in candidates.

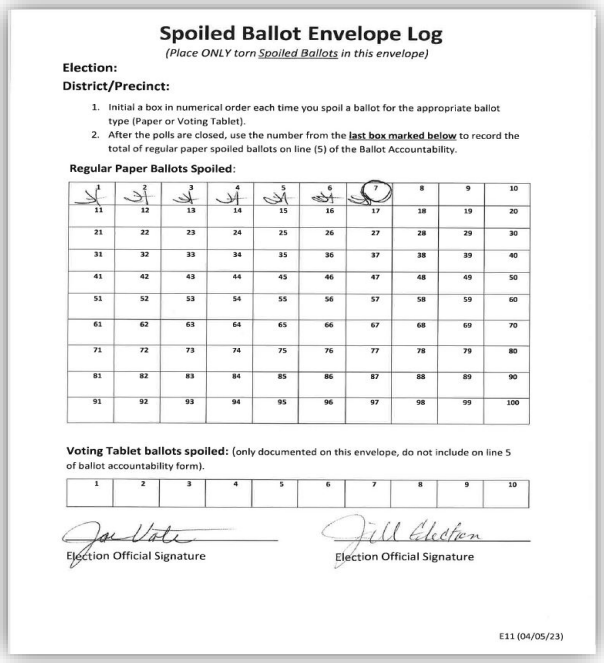
Spoiled Ballots MUST be recorded.

- If a voter makes an error on their ballot the voter may receive a replacement ballot. A voter may only be issued up to **two** replacement ballots of any combination (paper or voting tablet).
- If the voter spoils all three ballots (original plus the two replacement ballots), the voter may receive a fourth and final ballot and cast it as a Questioned Ballot.
- On the fourth and final ballot, if the voter makes another error and needs to make a final correction, inform the voter that they cannot receive any more replacement ballots but can make the correction directly on the final ballot.
- To correct the error(s) on the final ballot, the voter will cross off their error(s) and write "No" next to the error(s), then fill in the desired oval and write "Yes" next to it.
- When done voting, instruct the voter to place and seal their final (fourth) ballot inside their completed Question Oath and Affidavit ballot envelope. The voter **MUST** also complete and sign the Questioned Register. You will need to cross off the voter's signature on the precinct register and make a note next to the voter's signature "voted a question ballot" since they are now a questioned voter.

Step 1: Record the spoiled ballot, by marking "your initials" in the appropriate numbered box. (Mark the boxes in numerical order) on the "Spoiled Ballot Envelope Log".

Step 2: Instruct the voter to tear in half the spoiled ballot and place it into the Spoiled Ballot Envelope.

Step 3: Issue the voter a new ballot. Only issue one replacement ballot at a time.



Spoiled Ballot Envelope Log

(Place ONLY torn Spoiled Ballots in this envelope)

Election:

District/Precinct:

1. Initial a box in numerical order each time you spoil a ballot for the appropriate ballot type (Paper or Voting Tablet).
2. After the polls are closed, use the number from the **last box marked below** to record the total of regular paper spoiled ballots on line (5) of the Ballot Accountability.

Regular Paper Ballots Spoiled:

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

Voting Tablet ballots spoiled: (only documented on this envelope, do not include on line 5 of ballot accountability form).

1	2	3	4	5	6	7	8	9	10

Election Official Signature

Election Official Signature

E11 (04/05/23)

VOTING TABLET

Activating a voting tablet session.

Say, “Hello, I will activate your ballot and get you set up on the voting tablet. Would you like to use the hand controller with audio to navigate through the voting session and mark your ballot? Or would you like to use the screen and make your selection by touching the screen? (If language options are available in your precinct, a list of available languages will appear on the screen, select the requested language.)

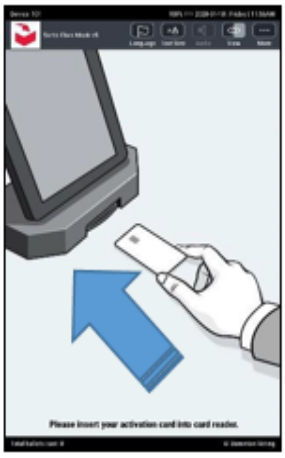
Step 1 –
Before the voting session begins:

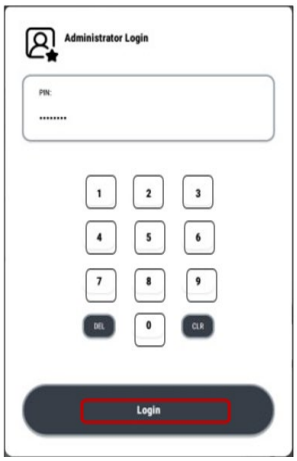
1. Connect any equipment the voter will use, double checking that all equipment is securely connected.

(Depending on voter’s needs, a personal voting device *(i.e. Sip & Puff)* may be plugged into the front left side port of the ATI controller labeled SIP/PUFF.)

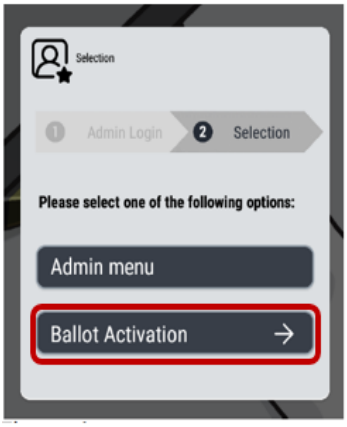
Step 2 – Begin Voting Session

1. Insert the Poll Worker card.
2. At the Login screen enter the PIN number then touch Login.



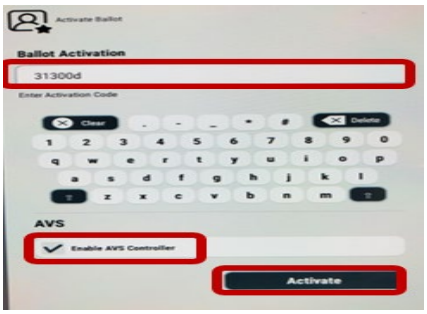


At the **Selection** screen touch **Ballot Activation.**



Enter the **Ballot Activation Code** provided by your election supervisor and check the **Enable AVS Controller** box to activate the ATI device if the voter chooses to use it.

Note: Do Not check Enable AVS device if the voter is NOT using the ATI device, headphones, or other personal device.

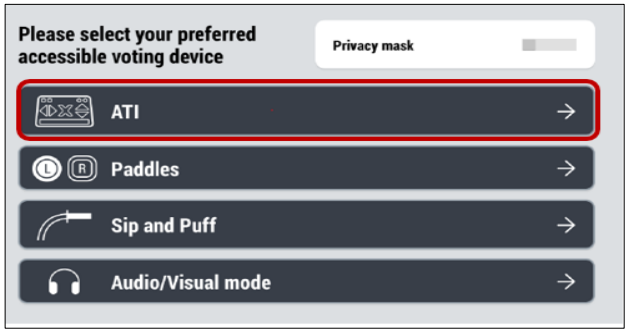


5. Press the **Activate** button.
6. Remove **Poll Worker** card.

(If language options are available in your precinct, a screen will appear providing language options. Select the voter's desired language.)

Select Accessible Voting Device
(This step is only needed if voter is using an accessible device.)

1. If a voter is using the **ATI** device, select the **ATI** button.
2. If a voter is using a personal voting device select the appropriate button.
3. Let the voter know you are leaving them to let them vote their ballot privately, and if they need anything, just ask.



Voting Tablet assistance tips.

If a voter asks for your help using the voting tablet, here are some tips. No matter the issue, be sure to ask the voter's permission before approaching or touching a device in session.

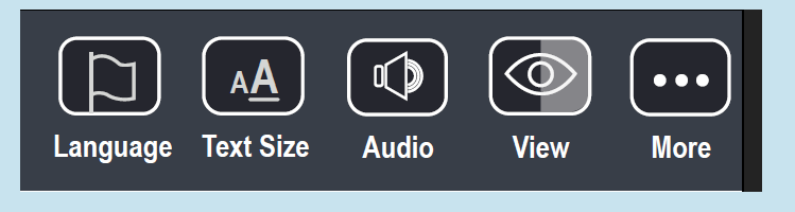


Image of the menu setting located at the top of the voting tablet, right hand side.

Adjust Settings:

- "Language": choose the desired language from the language drop down menu.
- "Text Size": increase or decrease the font size of displayed text.
- "Audio": adjust reading speed and headphone volume (in AVS controller mode only).
- "View": adjust screen contrast (colors, light or dark backgrounds).

Cancellation:

- Tap "More" in the top right-hand corner of the screen.
- Tap "Quit Voting." Then "Yes, quit voting."
- This is not considered a "spoiled ballot" for the voter did not cast and print their ballot.
- Initiate a new session in audio or touchscreen mode.
- If appropriate, ask the Ballot Issuing Official to issue a paper ballot.

Ballot-Marking

- To choose a candidate or measure, tap the gray square to the right of that option.
- To change a selection, tap the marked gray square to deselect, and then tap another.
- To review all currently marked selections, tap "Review" at any time.
- To modify selections, tap "Back to Ballot from the "review" screen.

Ballot Navigation:

- Some contest pages are long, so touchscreen voters may need to scroll down, using the arrow at the bottom of the screen.
- Selecting "Next" in the lower right will take the voter to the next contest.
- Selecting "Previous" in the lower left will take the voter to the previous contest.
- Selecting a contest tab at the top will take the voter directly to that contest.

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VOTING JOB CARD 4
SCANNER/BALLOT BOX

BALLOT BOX

Step 1: Instruct voters to insert their voted ballot into the designated ballot box, either by feeding the ballot through the precinct scanner or by dropping it directly into the ballot box, depending on your location.

- **Please be aware** that there is about a TEN-second delay before the ballot will be accepted by the scanner.
- **Once ballot is in ballot box** voters may NOT be issued a new ballot. DO NOT retrieve ballot from ballot box. If the voter demands a new ballot, they must vote a questioned ballot.
- **Questioned and Special Needs Ballots** – Must be sealed in their ballot envelope then placed in the emergency bin or other ballot box. Make sure voters are not attempting to place their questioned or special needs ballot (without an envelope) into the ballot box**.**

Reminders:

- To give the voter privacy, stand to the side of the ballot box where the display screen of the precinct scanner is located.
- Poll workers may assist voters. Be mindful of privacy.

If the ballot is rejected from the scanner:

Message on Scanner	Action
• Blank Ballot • Over Voted Ballot	Ask voter to confirm choices and if okay, press green **CAST** button.
• Invalid Ballot • Ranked Choice Problem	Ask voter to re-insert the ballot in a different direction. If the ballot continues to be rejected, read the ballot error message on screen. As you approach the ballot box, cover the voter's ballot with a secrecy sleeve while reading the message on the screen. If the ballot still will NOT scan, voter may spoil their ballot and receive a replacement ballot or if voter does NOT want a replacement, voter inserts ballot into emergency bin.

Step 2: Thank the voter for participating and provide them with an "I Voted" sticker.

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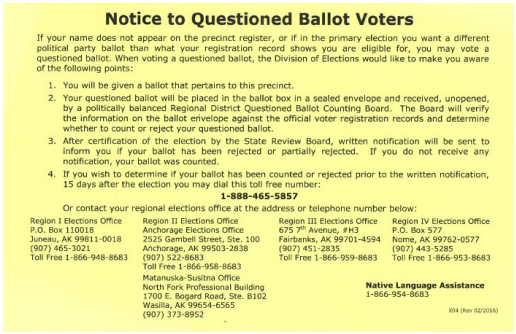
QUESTIONED VOTING

*EVERY POLL WORKER **MUST** SIGN THE QUESTIONED VOTER REGISTER*

Why a questioned ballot?

- Not on the precinct register
- No identification and is NOT personally known
- MUST SHOW ID is on signature line and voter still does not have acceptable identification
- Residence address or name change
- Voter's qualifications are challenged
- The voter has already voted

Step 1: Give this notice to the voter.



Notice to Questioned Ballot Voters

If your name does not appear on the precinct register, or if in the primary election you want a different political party ballot than what your registration record shows you are eligible for, you may vote a questioned ballot. When voting a questioned ballot, the Division of Elections would like to make you aware of the following points:

1. You will be given a ballot that pertains to this precinct.
2. Your questioned ballot will be placed in the ballot box in a sealed envelope and received, unopened, by a politically balanced Regional District Questioned Ballot Counting Board. The Board will verify the information on the ballot envelope against the official voter registration records and determine whether to count or reject your questioned ballot.
3. After certification of the election by the State Review Board, written notification will be sent to inform you if your ballot has been rejected or partially rejected. If you do not receive any notification, your ballot was counted.
4. If you wish to determine if your ballot has been counted or rejected prior to the written notification, 15 days after the election you may dial this toll free number:
   1-888-465-5857

Or contact your regional elections office at the address or telephone number below:

Region I Elections Office
P.O. Box 110018
Juneau, AK 99811-0018
(907) 465-3021
Toll Free 1-866-948-8683

Region II Elections Office
Anchorage Elections Office
2525 Gambell Street, Ste. 100
Anchorage, AK 99503-2838
(907) 522-8683
Toll Free 1-866-958-8683

Matanuska-Susitna Office
North Fork Professional Building
1700 E. Bogard Road, Ste. B102
Wasilla, AK 99654-6565
(907) 373-8952

Region III Elections Office
675 7th Avenue, #H3
Fairbanks, AK 99701-4594
(907) 451-2835
Toll Free 1-866-959-8683

Region IV Elections Office
P.O. Box 577
Nome, AK 99762-0577
(907) 443-5285
Toll Free 1-866-953-8683

Native Language Assistance
1-866-954-8683

XI4 (Rev 02/2016)

Step 2: Voter MUST complete the questioned register.

I swear or affirm, under penalty of perjury, that the information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a US Citizen; a resident of Alaska; at least 18 years of age; and I have not been convicted of a felony involving moral turpitude, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election. **WARNING: If you provide false information, you can be convicted of a misdemeanor.**

#	Printed Name	Signature	You MUST Provide an Identifier: Voter #, Social Security #, Last 4 Social Security #, Alaska Drivers License # or Birth Date
1.	Sally Voter	*Sally Voter*	9876
2.	Mary Smith	*Mary Smith*	07/04/1995

Step 3: Check Voter's ID.

If the voter does not have identification, mark "no identification and unknown" in the lower right-hand corner of the envelope. The voter may still vote using the questioned ballot.

VOTING JOB CARD 5
QUESTIONED VOTING

Step 4: Voter complete

Step 5: Poll worker complete

Questioned Ballot Oath & Affidavit Envelope – Print clearly and press hard – You are making a copy

1. **You MUST complete this section**
   I am a citizen of the United States. ☒ Yes ☐ No
   I am at least 18 years old. ☒ Yes ☐ No

2. Last Name: Voter — First Name: Sally — Middle Initial — Suffix (Sr., Jr., Etc.)

3. Name Previously Registered

4. **Alaska Residence Address Where You Claim Residency**
   999 (House No.) Smith St (Street Name) — Apt # — Anchorage (City) — Alaska (State)
   *[ ] Keep my address confidential. **(Mailing address in 5 MUST be different than residence in 4.)**

5. Mailing Address: same as above — City — State — Zip Code

6. *You **MUST** provide at least **ONE**
   Social Security No. 987 / 65 / 4321 — Last 4 Digits of SSN
   AK Driver's License No. — AK State ID Card No.
   [ ] I have not been issued an SSN, AK Driver's License or AK State ID No.

7. *You **MUST** provide Date of Birth 01 (Month) / 01 (Day) / 81 (Year)

8. Gender ☐ Male ☒ Female

9. *Alaska Voter Number (if known)

10. *Daytime Phone No.
    *Evening Phone No.

11. Write Political Affiliation Here:

12. *I swear or affirm, under penalty of perjury, that:* The information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a resident of Alaska and I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election.
    ***Voter Signature** Sally Voter

13. This form must be witnessed. By signing as a witness, I attest that to the best of my knowledge, the applicant is the person he/she claims to be, and this certification was made in my presence on the date indicated.
    John Jones — **Signature of Election Official**
    11-3-20 — **Date**
    27-920 Chugach — **District & Precinct No.**
    5 — **Questioned Register Line**

For Official Use Only
VN
District for address on line 4
District Registered | Sequence No.
Count Code | Reject Code
Initials | Purge Date

Election Official Use
Reason for Questioned Ballot
☐ Not on Precinct Register
☒ Moved
☐ No Identification & Unknown
☐ Not a US Citizen
☐ Not 18 years of Age
☐ _____

WARNING: False statements made by the voter or by the attesting witness on the certificate are punishable by law.
*Items are kept confidential by the Division and are not available for public inspection except that confidential addresses may be released to government agencies or during election processes as set out in state law.
E23 (Rev 03/08/21) AS 15.05, 07, 20. 6 AAC 25.

Be sure to mark the reason for voting a questioned ballot.

Record the line that the voter signed on in the questioned register and put that number here.

Fold the ballot, place it inside the grey secrecy sleeve, insert it in the completed questioned ballot envelope and give to voter.

Completed and sealed envelopes must go into the ballot box. **DO NOT** open the questioned envelope. DO NOT remove the top copy.

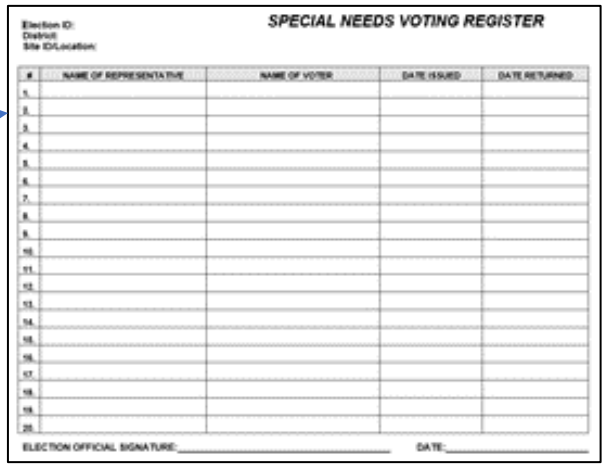
SPECIAL NEEDS VOTING

Special needs voting is for any voter who is unable to go to the polling place due to age, illness, or a disability. Special needs voters **DO NOT** sign the precinct register. **DO NOT** open special needs envelopes.

(See the reverse side for an example envelope)

Step 1: The Poll Worker completes 1-3 on the left side column of the envelope, under When Issuing a Ballot.

Step 2: The Representative completes the Special Needs Voting Register.


SPECIAL NEEDS VOTING REGISTER

Election ID:
District:
Site ID/Location:

#	NAME OF REPRESENTATIVE	NAME OF VOTER	DATE ISSUED	DATE RETURNED
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

ELECTION OFFICIAL SIGNATURE:_____ DATE:_____

Step 3: The Representative completes Step 1 of the envelope and signs under Step 1.

Step 4: Place a ballot inside a grey secrecy sleeve, then place inside the completed special needs envelope. Do NOT seal. Give ballot package to Personal Representative.

Step 5: Instruct the Representative that the voter completes 1-9 under Step 2, the representative signs on line 10 under Step 2, and returns the ballot to any precinct by 8:00 pm. *(**If voter's disability prevents the voter from completing Step 2 on their own, the representative may complete Step 2 and sign the envelope on behalf of the voter but cannot make any voting decisions on the voter's behalf [AS 15.20.072(f)].)*

Step 6: When an envelope is returned to your location, verify all information is complete, complete 1-2 on the left side column under "Poll Worker, When Ballot is Returned", write date returned on the special needs register.

** Make a note on Special Needs Register if the ballot is not returned by 8:00 pm on election night.

Reminders: (1) The voter's residence address should be where they reside and not a temporary location as this can invalidate portions of the ballot. **(2)** If a special needs ballot is returned *that you did not issue*, this will not affect your ballot accountability and do not record it on any register. Accept the ballot as usual and deliver it with all election materials.

VOTING JOB CARD 6
SPECIAL NEEDS VOTING

"DO NOT REMOVE TOP COPY" - Special Needs Ballot Oath & Affidavit Envelope – Print clearly and press hard – You are making a copy

Poll Worker complete

Voter complete

Election Official

When Issuing a Ballot

1. Complete lines below:
   Date: 8-19-14
   Location: Wasilla
   District: 27-425 (Dist.#, Judicial, REAA)
2. Have the Representative complete the Special Needs Register.
   1 (Special Needs Register Line #)
3. Give the Representative the ballot, gray secrecy sleeve and this envelope to take to the voter. *(Voter does not sign the register.)*

When Ballot is Returned

1. Verify STEP 1 and STEP 2 are complete and signed by the Representative and Voter as required.
2. Document the return of the ballot on the Special Needs Register line if ballot was issued from your location.

For Review Board Use

VN_____

District # of address from line 3, Step 2

District Registered	Sequence No.

Count Code | Reject Code

Initials | Purge Date

STEP 1 – Representative Completes

Representative – You **MUST** Complete:

- Sections 1 through 4 with your information
- Section 5 with the voter's name
- Section 6 sign and date
- Deliver ballot and voting materials to the voter

1. **Representative's Name:** Joe Vote
2. **Representative's Identifier** – You **MUST** provide ONE:
   * Voter Number: 123456
   * Social Security No.:
   * Date of Birth:
3. **Representative's Residence Address** – You Must Provide:
   123 Main Street (House # Street Name) Apt #
   Wasilla (City) Alaska (State)
4. **Representative's Mailing Address** – You MUST Provide:
   Same as above
5. Print the name of the voter you are serving as a representative for:
   Voter's Name: Jane Vote
6. **Representative's Certificate:**
   I certify I have been requested to obtain and deliver a ballot to the above-named voter. I will not vote the ballot for the voter or coerce the voter into voting for a specific candidate or issue. I will not divulge the way the voter votes the ballot.

   WARNING: Unlawful interference with voting is punishable under AS 15.56.030

   X Joe Vote (Representative's Signature) 8-19-14 (Date)

STEP 2 – Voter and Representative Complete

Voter and Representative – YOU **MUST** COMPLETE

- **Voter** – Sections 1-9 with your information
- **Representative** – Section 10, sign as witness
- **Voter** – Place voted ballot in secrecy sleeve and seal in this envelope
- **Representative** – Return ballot in envelope by 8pm election day

1. **Voter - You MUST complete this section**
   ☒ Yes ☐ No I am a citizen of the United States.
   ☒ Yes ☐ No I am at least 18 years old.
2. **Voter's Last Name** Vote **First Name** Jane **MI** **Suffix** (Sr., Jr., Etc.)
3. **Voter's Alaska Residence Address** – Where You Claim Residency
   123 (House #) Main St (Street Name) Apt # Wasila (City) ALASKA (State)
4. **Voter's Mailing Address**
   P.O Box 123 (Mailing Address) Wasila (City) AK (State) 99654 (Zip)
5. ***Voter's Identifier** – You **MUST** Provide One
   Social Security No. or Last 4 of SSN: ___/___/___
   Alaska Voter Number, Alaska Driver's License No., or State ID No.: 654321
   ☐ Check here if you have not been issued an SSN, ADL, or AK State ID.
6. ***Voter's Date of Birth** – You MUST Provide Month 01 Day 01 Year 2000
7. **Voter's Sex** ☐ Male ☒ Female
8. **Voter Write Political Affiliation Here:**
9. **Voter's Certificate**
   I swear or affirm, under penalty of perjury, that I am unable to go to the polls due to a disability and that the information on this form is accurate and complete to the best of my knowledge. I further certify that I am a resident of Alaska and I have not been convicted of a felony involving moral turpitude, or having been so convicted, have been unconditionally discharged from incarceration, probation, and or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election.
   ***Voter's Signature: X** Jane Vote
   **If voter's disability prevents them from completing Step 2 on their own, the representative may complete Step 2 and sign the envelope on behalf of the voter but cannot make any voting decisions on the voter's behalf [AS 15.20.072(f)].
10. **Representative Witnessing:**
    By signing as a witness, I attest to the best of my knowledge, the voter is the person he/she claims to be, and this certification was made in my presence.
    ***Representative's Signature X** Joe Vote

*Items are kept confidential by the Division and are not available for public inspection except that confidential addresses may be released to government agencies or during election processes as set out in state law. E15 (REV 10/30/2023)

Voter and representative must sign. The representative MUST sign as a witness in both Step 1 and Step 2, and it **MUST BE THE SAME REPRESENTATIVE.**

DO NOT remove the top copy.

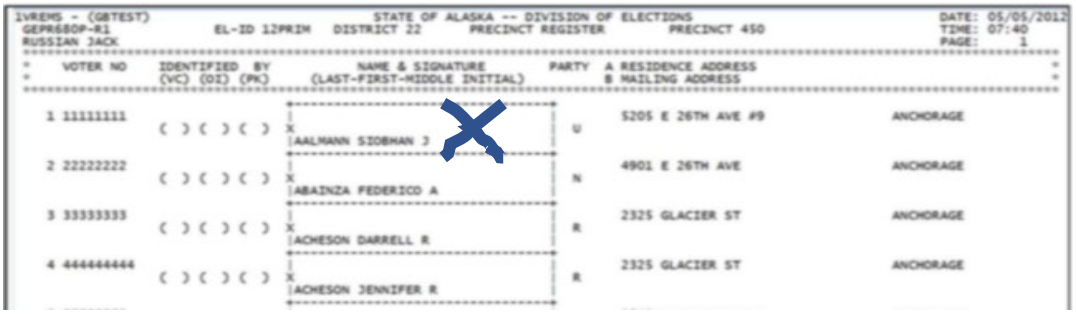
DISABILITY & LANGUAGE ASSISTANCE OFFICIAL

Federal law allows a voter to have a person of his or her choice aid the voter during the voting process.

Who can assist a voter? - Anyone can aid a voter except for a candidate for office in the election, the voter's employer or agent of that employer, or an officer or agent of the voter's union.

The person helping may go into the voting booth to assist the voter.

Voter can't sign? This works! The voter can make a mark.



Can I Help? – For detailed tips on assisting voters:

- Disability & Voter Assistance - Refer to the *Disability Awareness and Voter Assistance Information* pages.

- Language Assistance – Refer to the *Election Procedures for Bilingual Election Workers handbook.*
    - Use the *Language Assistance Requests Log* to record the type of assistance provided and in what language. Do not list voter's name.
    - **Sign** and return the *Language Assistance Log* even if you did not have any voters who requested language assistance.

N**eed a translator?** – Contact your election supervisor.

- At least one member of the poll workers is bilingual in many rural precincts.
- When providing an oral translation of the ballot information, the translator may not voice their own opinion on candidates or issues appearing on the ballot.

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Disability Awareness and Voter Assistance Information

General Awareness Tips

- **Use common sense.** Treat people with disabilities the same way you would treat others – as a person! A person is a person first. Disability comes second.
- **Be sensitive to their needs**. People with disabilities are much more independent than people give them credit for being. Getting around the physical environment is often less frustrating than trying to communicate with people who are not sensitive to their needs.
- **Stay focused.** Limit inquiries about the person's disability to access and accommodation needs. It is understandable to be curious about someone's disability and he/she may be willing to talk to you about it, but it has little to do with the business at hand.
- **Don't assume.** What works for one person may not work for others with the same or similar type of disability.
- **Don't be afraid to offer assistance.** If the person looks as if they need assistance, ask if there is something you can do. Don't automatically give help unless the person clearly needs it or has asked for it.
- **Don't be patronizing.** Show the person the same respect that you expect to receive from others. Treat adults as adults.
- **Use appropriate terminology.** Avoid terms like physically challenged and handicapped. Within the disability community, it is common practice to say, "people with disabilities" rather than saying "disabled people". Saying "a person who uses a wheelchair" is appropriate. "Wheelchair user", "wheelchair bound" or "wheelchair restricted" is not. If in doubt, ask; people with disabilities are generally tolerant and forgive most social blunders.

General Assistance Tips

- The voter may have a person of his or her choice help if that person is not their employer, agent of their employer or agent of a union that the voter is a member of.
- Service animals are also allowed.
- Sample ballots are great tools to assist voters. If voters are standing in line, encourage them to review sample ballots so that they are prepared to vote when they get into the voting booth.
- Give the person extra time to complete each task.
- Offer voters with disabilities the opportunity to vote unassisted on the voting tablet.
- If you notice that someone appears confused, approach the person courteously and offer assistance.
- Ask questions to determine if assistance is needed. Suggest specific actions, as opposed to general processes.
- Explain concisely. Exercise patience. Voting can be a first-time experience for some people.
- Ask for help from a service provider, if available. Service providers may transport and accompany individuals or groups. Their goal is to support the integration of people with disabilities in the community.
- Offer assistance with reading, equipment operation, etc. People may have low-language and/or reading skills. Helping people use the voting tablet may be necessary.
- Stay aware in case the person needs more help. People who experience cognitive impairments may avoid asking for help.

ASSISTING VOTERS WITH…

Hearing Impairments - Speak clearly and distinctly but don't exaggerate. Use normal speech speed unless asked to slow down. Speak directly to the person, instead of from the side or behind the person.

- If you are having trouble understanding a deaf person's speech, feel free to ask him/her to repeat. If that doesn't work, then use paper and pen. Printed instructions may be useful.
- If a person who is deaf is with an interpreter, speak directly to the person, not to the interpreter.
- Find out how the person communicates. If the person reads lips, speak in a normal fashion. Do not exaggerate your speaking. Short and simple sentences and yes/no questions may work best. Avoid blocking the view of your face and mouth.
- Get someone's attention by tapping his/her shoulder or gently waving your hand in front of that person before starting a conversation.

Visual Impairments - Introduce yourself and let the voter know that you are an election official.

- Give the person verbal information about things that are visually obvious to those who can see. Describe things from their perspective, not yours. Some people who are blind use a "clock" reference for things or obstacles directly in front of them. For example, you can state, "There is a chair at 10 o'clock." Before using this method, ask if it is useful to them.
- Lead someone who is blind only after he/she has accepted your offer to do so. Touch his/her arm, and then offer your arm to guide that person. Allow the voter to hold your arm rather than you holding on to theirs.
- Do not interact with a service animal or guide dog while it is working.
- Keep the path to the voting booth clear of obstacles.
- Inform the person of snow levels and/or icy conditions when walking on the sidewalk or ramp near the door. This can help prevent accidents.
- Do not leave a person who is blind in an empty space. Provide a physical object, a table, chair, etc. so that he or she can remain oriented. For example, "The chair at the registration table is directly in front of you, about 18 inches. Would you like me to place your hand on it?"
- If you are with a person who is blind and need to leave, tell him/her you are going in a respectful way, such as "I need to go check with the election official". Otherwise, he/she may not realize you have gone and try to continue a conversation.

Mobility Impairments - Watch diligently for voters with mobility issues. If necessary, assist the voter into the polling place.

- Offer assistance but wait until it is accepted before giving it. Giving help before it is accepted is perceived as rude and can sometimes be unsafe.
- Don't touch a person's wheelchair without permission.
- Give the person adequate time to complete tasks.
- Eye contact is important for one-on-one conversation. Find a nearby place to sit where you can see eye-to-eye.
- Talk directly to a person with a disability as you would any other person.

Closing Job Cards

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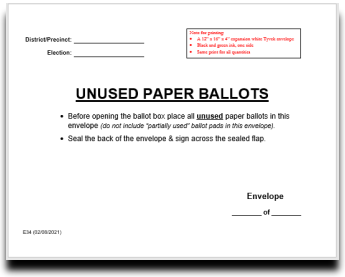
SECURE UNUSED BALLOTS & STUBS

Step 1. Provide the First Unused Ballot Stub Number and the Last Ballot Stub Number Used to the poll worker who is completing the Closing Job Card **Ballot Accountability Job Card 7**

Step 2. Completely Unused Ballot Pads

❑ **Return by Mail Precincts:** For the pads of ballots that have not had any ballots removed, seal these into the E34 Unused Ballot Envelope (return in the **RED** bag). For large quantities, place Unused ballots back in the box they were shipped in and place a postage paid return label on the box, tape shut and mail.

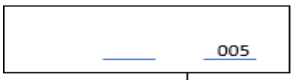
❑ **Return in Person Precincts:** Tape the box closed and secure with a **Tamper Proof Seal** and return to the election supervisor.



Step 3. Preparing Ballot Stubs

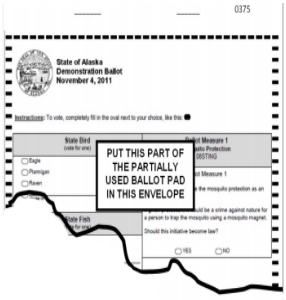
Completely Used Ballot Pads:

❑ Return the top narrow stub from the pads where all ballots were used.

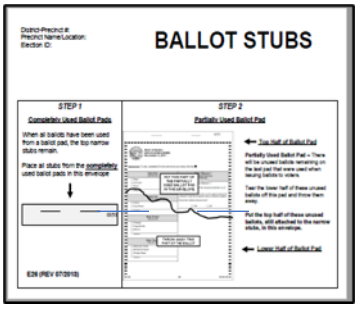


Partially Used Ballot Pads:

❑ Return the stubs from partially used ballot pads. Keep the partially used pad available for completing the Ballot Accountability. Tear the bottom half of the ballots off the pad and discard the bottom half. Put the top half of the ballots, still attached to the narrow stub, in the Ballot Stubs envelope.



❑ Seal the envelope and sign across the flap.



Return by Mail Precincts: Place sealed Ballot Stub envelope into the **GREEN** bag if you mail back your supplies.

Return in Person Precincts: Place the sealed Ballot Stub envelope into the **RED** **or** **BLUE** supply bag if your precinct returns your materials in person to the election supervisor.

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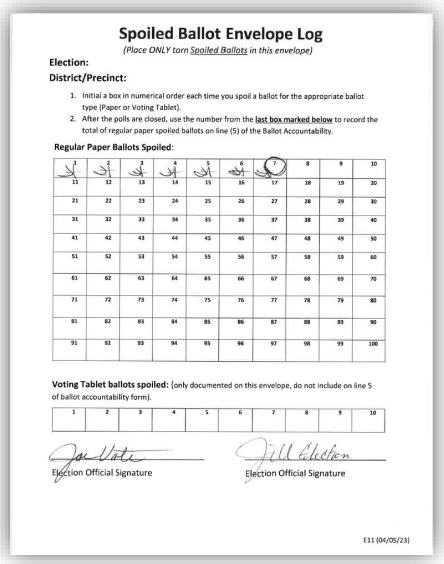
SPOILED BALLOT LOG

Step 1. Use the number from the **last box initialed** on the spoiled ballot log to record the total number of spoiled **regular** stubbed paper ballots.

Step 2. Give this number to the poll worker who is completing the **Ballot Accountability Job Card 7**



Spoiled Ballot Envelope Log

(Place ONLY torn Spoiled Ballots in this envelope)

Election:

District/Precinct:

1. Initial a box in numerical order each time you spoil a ballot for the appropriate ballot type (Paper or Voting Tablet).
2. After the polls are closed, use the number from the **last box marked below** to record the total of regular paper spoiled ballots on line (5) of the Ballot Accountability.

Regular Paper Ballots Spoiled:

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

Voting Tablet ballots spoiled: (only documented on this envelope, do not include on line 5 of ballot accountability form).

1	2	3	4	5	6	7	8	9	10

Election Official Signature

Election Official Signature

E11 (04/05/23)

PRECINCT REGISTER

Step 1. Starting on page one, count the number of signatures on each page (even if it is zero) and fill in the "# OF SIGNATURES:" line at the bottom of the register.

Step 2. Continue to add up the number of signatures per page and add to the previous page subtotal so that you have an increasing subtotal.

STEP 3. On the last page, give the final total number of signatures in the precinct register to the poll worker who is completing the Closing Job Card **Ballot Accountability Job Card 7**.

OF SIGNATURES: 3 SUB TOTAL: 3 PAGE 1 OF 4

OF SIGNATURES: 2 SUB TOTAL: 5 PAGE 2 OF 4

OF SIGNATURES: 0 SUB TOTAL: 5 PAGE 3 OF 4

OF SIGNATURES: 4 SUB TOTAL: 9 PAGE 4 OF 4

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CHAIRPERSON:

For **scanning precincts,** assign the Equipment Worker to close out the scanner, using the *Precinct Scanner Guide*.

Assign the Equipment Worker to close out the **Voting Tablet** using the separate *Voting Tablet Guide*.

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FOR HANDCOUNT PRECINCTS ONLY

SORT AND STACK

Once all your unused ballots are secured and your ballot stubs are placed in the ballot stub envelope (Closing Job Card 1), you may open the ballot box and prepare for counting the voted ballots.

To hand count the ballots, work in teams of two and sort ballots as outlined below:

Step 1: Sort the regular voted paper ballots so that they are all face up, using groups of 5, 10 or 25, for ease of counting.

Step 2: Count the total number of regular voted paper ballots.

Step 3: Record the total number of paper ballots on the Summary Sheet in the space provided on both the original (white) and duplicate (yellow) Summary Sheets.

Now you can begin recording results on to your summary sheets.

Step 1: Start with the first race on the ballot.

Step 2: Sort the ballots into different stacks based on which candidate in the race received the vote. ***During a November General Election****, sort the ballots into stacks based on which candidate in the race received a vote in the* ***1st choice column****.*

Step 3: Make a stack for "No Vote Tallied." Place ballots in this stack that were left blank, had an invalid mark, too many candidates marked in a race or too many candidates marked in the 1st choice column.

Step 4: Once the ballots are sorted, each team member will count the number of ballots in the sorted stacks. One worker will record the votes on the original and duplicate Summary Sheets.

Step 5: **Call in results** from your Summary Sheets to your regional office.

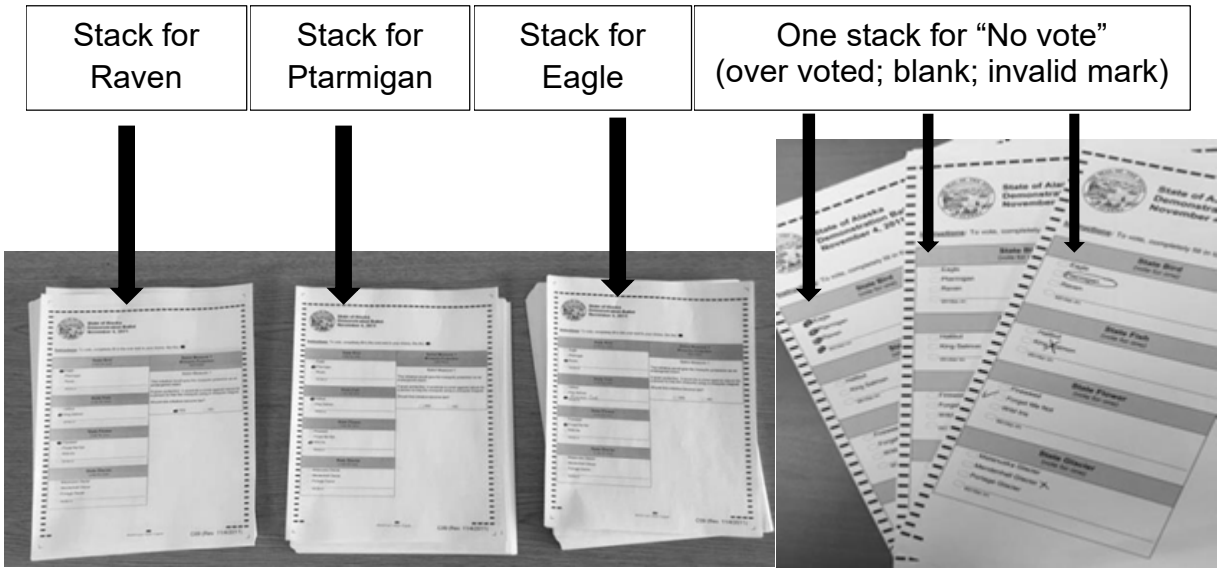
Results will be tallied one race at a time using the 'sort and stack' method. Please see the following page for an example.

FOR HANDCOUNT PRECINCTS ONLY

Example

There are three candidates in the race for State Bird (Eagle, Ptarmigan, and Raven). Sort all ballots marked for Eagle into a stack; all ballots marked for Ptarmigan into a stack and all ballots marked for Raven into a stack. Make another stack for 'No Vote.'

Write-Ins: *In a General or REAA Election, you may need a stack for write-ins. Remember in the General Election, you will only count write-in candidates marked in the 1st choice column.*



Once the ballots have been sorted into separate stacks, check each stack to make sure that a ballot was not placed incorrectly such as a vote for Eagle was not placed in the stack for Raven.

One worker will count the votes for each stack into groups of 5, 10 or 25. Crisscross the stacks to make it easier to track totals. As you are counting, look at the candidate voted for on the ballot to make sure it is the right candidate for the stack you are counting. Each poll worker should count the ballots in each stack to make sure the count is correct.

FOR HANDCOUNT PRECINCTS ONLY

Example continued

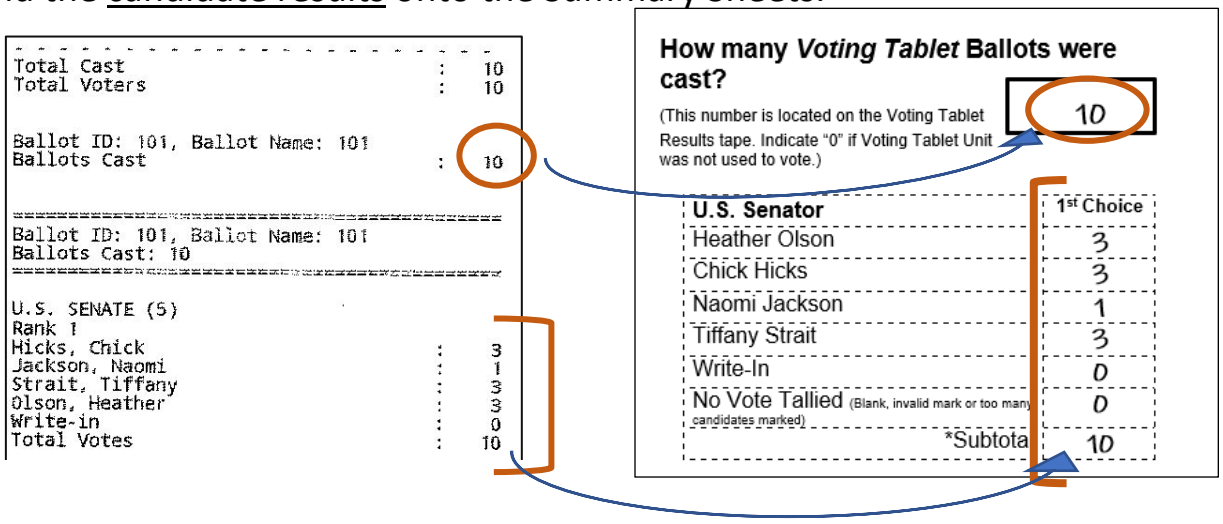
Once all ballots have been counted for a stack, for example all ballots marked for Eagle, record the total number of votes that candidate received in the space provided on the original (white) and duplicate (yellow) Summary Sheets.

The subtotal for each race must equal the total number of regular paper ballots voted. After the votes for the first candidate on the ballot are counted and recorded in the Summary Sheets, go to the next candidate in that same race and repeat the steps.

Once you have completed sorting, counting, and recording the ballots for all the candidates from the first race on the ballot, go to the next race on the ballot and repeat those same steps until all the races on the ballot have been counted.

Paper Ballots - After the entire ballot has been counted and recorded on the Summary Sheets, sign the oath at the bottom of the Summary Sheets.

Voting Tablet Ballots – Record the votes that were cast on the Voting Tablet onto the Summary Sheet. Refer to the results tape to transfer the <u>total cast</u> and the <u>candidate results</u> onto the Summary Sheets.



```
Total Cast                              :   10
Total Voters                            :   10


Ballot ID: 101, Ballot Name: 101
Ballots Cast                            :   10


================================================
Ballot ID: 101, Ballot Name: 101
Ballots Cast: 10
================================================

U.S. SENATE (5)
Rank 1
Hicks, Chick                            :    3
Jackson, Naomi                          :    1
Strait, Tiffany                         :    3
Olson, Heather                          :    3
Write-in                                :    0
Total Votes                             :   10
```


Securing Voting Tablet Ballot Tape - Secure the results tape containing the zero report and voted ballots into the "Voting Tablet – Voted Ballot Tape" envelope.

Examples of valid marks

Only those marks that are substantially inside the oval provided, or touching the oval so as to indicate clearly that the voter intended will be counted. The marks must indicate clearly that the voter intended that particular oval to be designated. Improper marks invalidate only that section of the ballot in which they appear.

	Candidates Name
	Candidates Name
	Candidates Name
	Candidates Name
	Candidates Name
	Candidates Name
	Candidates Name
	Candidates Name

Examples of invalid marks

The example below shows types of marks that cannot be counted. Invalid marks only invalidate the section of the ballot in which they appear.

	Candidates Name
	Candidates Name
	Candidates Name
	Candidates Name
	Candidates Name
	Candidates Name
	Candidates Name

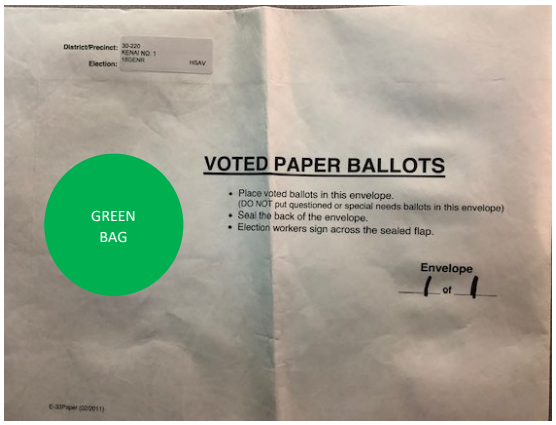
SECURE VOTED BALLOTS - HANDCOUNT

(Precincts that scan results turn this card over)

Have results been counted, recorded, and called in? (**Closing Job Card 4**)

Step 1: Place all voted paper ballots into the envelope labeled "VOTED PAPER BALLOTS".

- **Seal the Voted Ballot Envelope -** All election workers **MUST SIGN** across the SEALED FLAP**.**
- **Number the Voted Ballot Envelope(s)**
  Example: (1 of 1) or (1 of 2 and 2 of 2).



Step 2: Place all sealed Voted Paper Ballot envelope(s) into the appropriate canvas bag.

- Precincts that return supplies by mail secure the Voted Paper Ballot envelope(s) in the **GREEN** bag and return as instructed.

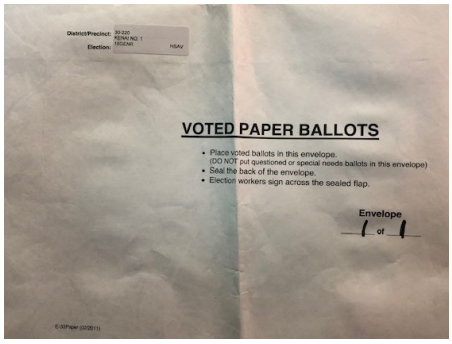
SECURE VOTED BALLOTS – PRECINCT SCANNER

(Precincts that hand count results turn this card over)

Once all your unused ballots for destruction are secured and your ballot stubs are placed in the ballot stub envelope (**Closing Job Card 1**), you may open the ballot box and secure your voted ballots.

Step 1: Check auxiliary bin and scan those ballots. If any ballot won't scan, place it in the Uncounted Ballot Envelope.

Step 2: Remove all voted scanned ballots from the main ballot box compartment and place into the envelope labeled "VOTED PAPER BALLOTS."



- **Seal the Voted Ballot Envelope -** All election workers **MUST SIGN** across the SEALED FLAP.
- **Number the Voted Ballot Envelope(s)** Example: (1 of 1) or (1 of 2 and 2 of 2).

Step 3: Place all sealed Voted Ballot envelope(s) into the appropriate canvas bag.

- Precincts that return supplies by mail secure the Voted Ballot envelopes in the **GREEN** bag and return.
- Precincts that return supplies to a HUB Site or Regional Office location secure their Voted Ballots in the **BLACK** duffle bag.

QUESTIONED BALLOT ENVELOPES

Step 1: Count the number of questioned ballot envelopes and give to the poll worker who is completing the **Ballot Accountability Job Card 7**.

Questioned Ballot Oath & Affidavit Envelope – Print clearly and press hard – You are making a copy

1. You MUST complete this section
I am a citizen of the United States. [X] Yes [ ] No
I am at least 18 years old. [X] Yes [ ] No
2. Last Name: Voter First Name: Sally Middle Initial: Suffix:
3. Name Previously Registered:
4. Alaska Residence Address Where You Claim Residency
House No.: 999 Street Name: Smith St Apt #: City: Anchorage State: Alaska
[ ] Keep my address confidential. (Mailing address in 5 MUST be different than residence in 4.)
5. Mailing Address: Same as above City: State: Zip Code:
6. *You MUST provide at least ONE
Social Security No.: 987 / 65 / 4321 Last 4 Digits of SSN:
AK Driver's License No.: AK State ID Card No.:
[ ] I have not been issued an SSN, AK Driver's License or AK State ID No.
7. *You MUST provide Date of Birth: 01 / 01 / 81 Month Day Year
8. Gender: [ ] Male [X] Female
9. *Alaska Voter Number: (if known)
10. *Daytime Phone No.: *Evening Phone No.:
11. Write Political Affiliation Here:
12. I swear or affirm, under penalty of perjury, that: The information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a resident of Alaska and I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election.
*Voter Signature: Sally Voter
13. This form must be witnessed. By signing as a witness, I attest that to the best of my knowledge, the applicant is the person he/she claims to be, and this certification was made in my presence on the date indicated.
John Jones — Signature of Election Official — 11.3.20 Date — 27-990 Chugach District & Precinct No. — 5 Questioned Register Line

For Official Use Only
VN:
District for address on line 4
Count Code | Reject Code
Initials | Purge Date
Election Official Use
Reason for Questioned Ballot
[ ] Not on Precinct Register
[X] Moved
[ ] No Identification & Unknown
[ ] Not a US Citizen
[ ] Not 18 years of Age

WARNING: False statements made by the voter or by the attesting witness on the certificate are punishable by law.
*Items are kept confidential by the Division and are not available for public inspection except that confidential addresses may be released to government agencies or during election processes as set out in state law.
023 (Rev 03/08/21) AS 15.05, 07, 20. 6 AAC 25.

Ballot Accountability

District:
Precinct:
Election:

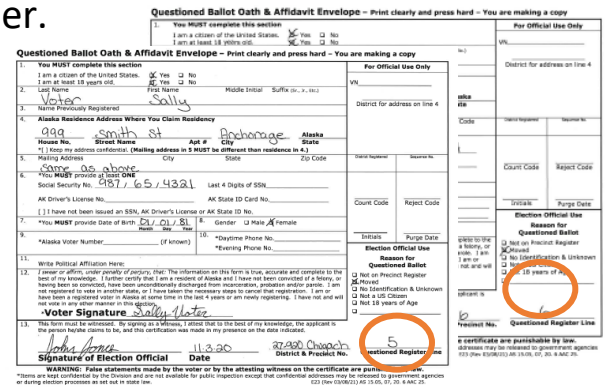
Paper Ballots Received		
Total Ballots Received: *Enter this total in line (8) below.*	First Ballot Stub Number	Last Ballot Stub Number

Paper Ballots Used			
First Unused Ballot Stub Number	-	First Ballot Stub Number	= Total Number of Ballots Used *Must match line (7) below.*

Unused Paper Ballots			
Last Ballot Stub Number	-	Last Ballot Stub Number Used	= Total Number of Unused Ballots *Must match line (9) below.*

Read each question below to complete the ballot accountability		Precinct Chair Enter Numbers Below:	Official Use
(1)	**How many people signed the precinct register?** DO NOT include any questioned or special needs ballots in this number.		
(2)	**How many people voted a questioned ballot?** Count the number of voted questioned ballot envelopes.	+	
(3)	**How many special needs ballots issued and returned by 8:00pm?** The number of envelopes returned with a voted ballot that match the special needs register.	+	
(4)	**How many special needs ballots were issued but not returned at the end of the night?** The number of special needs ballots not returned according to the special needs register. DO NOT include special needs ballots returned to your location that WERE NOT issued from your location.	+	

Step 2: Arrange the envelopes in the same order as the names appear on the questioned register.



I swear or affirm, under penalty of perjury, that the information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a US Citizen; a resident of Alaska; at least 18 years of age; and I have not been convicted of a felony involving moral turpitude, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election. **WARNING: If you provide false information, you can be convicted of a misdemeanor.**

#	Printed Name	Signature	You MUST Provide an Identifier: Voter #, Social Security #, Last 4 Social Security #, Alaska Drivers License # or Birth Date
1.	Sally Voter	*Sally Voter*	9876
2.	Mary Smith	*Mary Smith*	07/04/1995

Step 3: Place voted questioned ballots and questioned ballot register in the appropriate white Tyvek envelope included in your supplies for voted questioned ballot materials.

Do not open and tally questioned ballots.

SPECIAL NEEDS BALLOT ENVELOPES

Step 1: Count the number of special needs ballot envelopes that you issued and were returned by 8:00 pm and provide to the poll worker who is completing the **Ballot Accountability Job Card 7**, line 3.

Ballot Accountability

District:
Precinct:
Election:

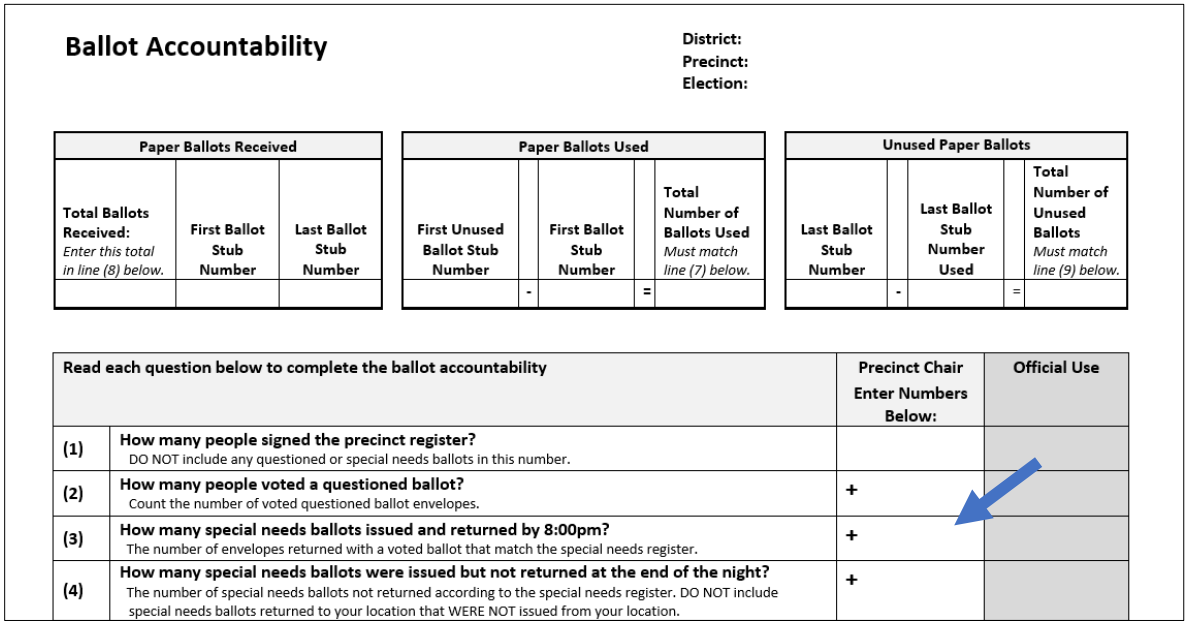
Paper Ballots Received		
Total Ballots Received: *Enter this total in line (8) below.*	**First Ballot Stub Number**	**Last Ballot Stub Number**

Paper Ballots Used				
First Unused Ballot Stub Number		**First Ballot Stub Number**		**Total Number of Ballots Used** *Must match line (7) below.*
	-		=	

Unused Paper Ballots				
Last Ballot Stub Number		**Last Ballot Stub Number Used**		**Total Number of Unused Ballots** *Must match line (9) below.*
	-		=	

Read each question below to complete the ballot accountability		Precinct Chair Enter Numbers Below:	Official Use
(1)	**How many people signed the precinct register?** DO NOT include any questioned or special needs ballots in this number.		
(2)	**How many people voted a questioned ballot?** Count the number of voted questioned ballot envelopes.	+	
(3)	**How many special needs ballots issued and returned by 8:00pm?** The number of envelopes returned with a voted ballot that match the special needs register.	+	
(4)	**How many special needs ballots were issued but not returned at the end of the night?** The number of special needs ballots not returned according to the special needs register. DO NOT include special needs ballots returned to your location that WERE NOT issued from your location.	+	

Step 2: If you issued special needs ballots that were not returned, record this number on the ballot accountability as well on line 4. The voted special needs ballots are returned to the election supervisor. **Do not open and tally special needs ballots** and **DO NOT** remove top copy from envelopes.



Ballot Accountability

District:
Precinct:
Election:

Paper Ballots Received		
Total Ballots Received: *Enter this total in line (8) below.*	**First Ballot Stub Number**	**Last Ballot Stub Number**

Paper Ballots Used				
First Unused Ballot Stub Number		**First Ballot Stub Number**		**Total Number of Ballots Used** *Must match line (7) below.*
	-		=	

Unused Paper Ballots				
Last Ballot Stub Number		**Last Ballot Stub Number Used**		**Total Number of Unused Ballots** *Must match line (9) below.*
	-		=	

Read each question below to complete the ballot accountability		Precinct Chair Enter Numbers Below:	Official Use
(1)	**How many people signed the precinct register?** DO NOT include any questioned or special needs ballots in this number.		
(2)	**How many people voted a questioned ballot?** Count the number of voted questioned ballot envelopes.	+	
(3)	**How many special needs ballots issued and returned by 8:00pm?** The number of envelopes returned with a voted ballot that match the special needs register.	+	
(4)	**How many special needs ballots were issued but not returned at the end of the night?** The number of special needs ballots not returned according to the special needs register. DO NOT include special needs ballots returned to your location that WERE NOT issued from your location.	+	

Step 3: Place the voted special needs ballots and special needs register in the appropriate white Tyvek envelope included in your supplies for voted special needs ballot envelopes.

CLOSING JOB CARD 7
BALLOT ACCOUNTABILITY

Ballot Accountability

Closing Job Card 1 "Unused Ballots and Stubs" will provide information for filling out the top part of the accountability. **Closing Job Card 6** will provide information for determining the number of Questioned and Special Needs ballots and the poll worker assigned the Voting Tablet will provide the number of ballots cast on this device.

It is recommended that one worker complete the ballot accountability. The ballot accountability is a record of how your precinct used the ballots and it **MUST** be completed.

Step 1: Fill out the top part of the ballot accountability and verify that ballot stub numbers are accurate for all ballots received and used. The total quantity and starting stub number will be pre-filled.

- **Paper Ballots Used -** Record the First Unused Ballot Stub Number and the First Ballot Stub Number to get the Total Number of Ballots Used.
- **Unused Paper Ballots–** Record the Last Ballot Stub Number AND the Last Ballot Stub Number Used to get the Total Number of Unused Ballots.

Step 2: Fill out the bottom part of the ballot accountability.

- Read and complete each line on the Ballot Accountability.
- Lines 7, 8, and 9 must match the totals in the top part.
- Record the spoiled regular paper ballot totals on line 5.

*When completing the Ballot Accountability - Only **count** the number of special needs and question ballot envelopes. DO NOT OPEN the envelopes and DO NOT remove top copies from envelopes.*

SEE THE REVERSE SIDE FOR AN EXAMPLE

Ballot Accountability

District: 01-446
Precinct: AURORA
Election: 20PRIM

Paper Ballots Received		
Total Ballots Received: *Enter this total in line (8) below.*	**First Ballot Stub Number**	**Last Ballot Stub Number**
300	001	300

Paper Ballots Used				
First Unused Ballot Stub Number		**First Ballot Stub Number**		**Total Number of Ballots Used** *Must match line (7) below.*
133	-	001	=	132

Unused Paper Ballots				
Last Ballot Stub Number		**Last Ballot Stub Number Used**		**Total Number of Unused Ballots** *Must match line (9) below.*
300	-	132	=	168

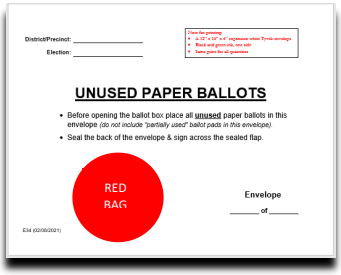
Read each question below to complete the ballot accountability		Precinct Chair Enter Numbers Below:	Official Use
(1)	**How many people signed the precinct register?** DO NOT include any questioned or special needs ballots in this number.	**104**	
(2)	**How many people voted a questioned ballot?** Count the number of voted questioned ballot envelopes.	**+10**	
(3)	**How many special needs ballots issued and returned by 8:00pm?** The number of envelopes returned with a voted ballot that matches the voters on the special needs register.	**+10**	
(4)	**How many special needs ballots were issued but not returned at the end of the night?** The number of special needs ballots not returned according to the special needs register. DO NOT include special needs ballots returned to your location that WERE NOT issued from your location.	**+5**	
(5)	**How many ballots were spoiled or mismarked?** The total number of spoiled ballots from the Spoiled Ballot Log.	**+5**	
(6)	**How many ballots were cast using the Voting Tablet?** This number is located on the voting tablet in the bottom left-hand corner where it says "Total ballots cast: __"	**-2**	
(7)	**Add lines (1) through (5), then subtract (6) for a total number of *stubbed* ballots used.**	**=132**	
(8)	**Total ballots received from the election office.**	**300**	
(9)	**Subtract line (7) from line (8) for the total number of *unused stubbed* ballots.**	**=168**	

RETURN BY MAIL

(PRECINCTS THAT RETURN MATERIALS IN-PERSON, SEE REVERSE SIDE)

Red Bag Must Contain:

- ❑ E16 envelope containing items listed on front of envelope
- ❑ E34 Unused Ballot Envelope
- ❑ Election materials supply folder/binder
- ❑ Voting tablet supply folder
- ❑ Remaining materials/supplies



Green Bag Must Contain:

- ❑ Precinct register & cover
- ❑ E11 spoiled ballot envelope
- ❑ E26 ballot stub envelope
- ❑ E33P paper voted ballot envelope.
- ❑ E33VT voting tablet voted ballot tape envelope.
- ❑ Original summary sheet (if applicable)
- ❑ E38 memory card envelope

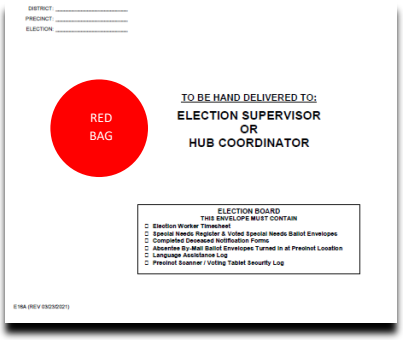
- ❑ Turn the address card in the window of the bags over so it shows the outgoing address.
- ❑ Zip both bags completely closed. Take a red security tab and push it into the two holes at the end of the black clip on the closed zipper.

Both bags are ready for mailing.

RETURN IN PERSON – SITE DELIVERY

Blue or Red Bag Must Contain:

- ❑ E11 spoiled ballot envelope
- ❑ E16A envelope containing items listed on front of envelope
- ❑ Unused ballots in the Original box with security seal applied, or E34 Unused Ballot Envelope
- ❑ Precinct register & cover
- ❑ E30 questioned ballot envelope
- ❑ E26 ballot stub envelope
- ❑ E38 memory card envelope
- ❑ Election materials supply folder/binder
- ❑ Voting tablet supply folder
- ❑ Remaining materials/supplies



Black Ballot Transport Bag Must Contain:

- ❑ E33P paper voted ballot envelope

Close the bag and secure zipper with numbered security seal.

EMERGENCY PROCEDURES

PAPER BALLOT SUPPLY: NOT ENOUGH OR MISSING

What if the precinct does not have enough paper ballots or if ballots are missing?
Contact the regional election supervisor immediately. If there are not enough ballots or ballots are missing on Election Day, use sample ballots, ballots removed from an official election pamphlet or sheets of paper on which the names of candidates and issues are written until new ballots are delivered. Complete the certificate on the precinct register. (*Keep in mind that you may also have the voter vote on the voting tablet unit until paper ballots are supplied.)*

PRECINCT REGISTER MISSING

What should the poll workers do if the precinct register is missing?
Contact the election supervisor immediately. Do not turn voters away from the polls. Have all voters vote a questioned ballot until a precinct register can be provided.

- Ask each voter to sign in on the questioned voter register. If all lines are filled, have voters sign in on a separate sheet of paper. Voters must print and sign their names and provide identification.
- Ask each voter to complete a questioned ballot envelope.

If a precinct runs out of questioned ballot envelopes, voters may still vote. A plain envelope may be used. Ask voters to print their name, residence and mailing addresses and an identifier, such as social security number, date of birth or voter number on the envelope. The voter must sign the envelope and a poll worker must sign the envelope as a witness.

- Ask the voter for identification. If the voter does not have identification, write “no ID” on the envelope.
- Issue the voter a ballot and secrecy sleeve or a piece of paper to return the ballot. The voter should be instructed to return the ballot to the poll worker in the sleeve or wrapped in paper after voting.
- When the voter returns the voted ballot, it should be placed in the questioned ballot envelope or a plain envelope that has been written on and signed by the voter and a poll worker. Seal the envelope and have the voter drop the envelope in the ballot box.
- When the election workers open the ballot box after the polls close, DO NOT open these envelopes. Rubber band the ballot envelopes together. Put them in the envelope for questioned ballots and mail or return to the election supervisor.

POLLING PLACE NOT AVAILABLE

What should the poll workers do if the polling place is unavailable?

Find another polling place. If a school, public building, church or even a private home is nearby, ask permission to set up the polling place. Post signs at both the original and new polling places so that voters can find the new location.

As soon as possible, contact the election supervisor. The election supervisor will notify the voters and the news media of the change.

BALLOT BOX MISSING OR UNUSABLE

What should the poll workers do if the ballot box is missing or unusable?

A cardboard box or similar empty box can be used as a temporary ballot box. Tape the box closed. Cut a slot in the top to make an opening large enough for ballots to be inserted.

FIRE ALARM

What should the poll workers do if a fire alarm goes off?

Assess the situation; remember the safety of the poll workers comes first. If possible, secure the ballots and lock the door as you leave. However, do not take any risk that may jeopardize the safety of your election workers.

TSUNAMI WARNING

Follow evacuation instructions for your community provided by the public safety advisory for tsunami warnings. Assess the situation. Safety of your poll workers comes first. If possible, secure the ballots and lock the door as you leave. However, do not take any risk that may jeopardize the safety of your poll workers.

DE-ESCALATION

Responses, tips and reminders to help stabilize tense situations. Another sentence here and it carries on and on until it's over.

FIVE PURPOSEFUL ACTIONS

REMAIN CALM

Responses, tips and reminders to help stabilize tense or stressful situations.

CHANGE THE SETTING

If possible, remove people from the area. This could involve parties to the conflict and onlookers.

RESPECT PERSONAL SPACE

Maintain a safe distance and avoid touching the other person.

LISTEN

Give your full attention, nod and ask questions, and avoid changing the subject or interrupting.

EMPATHIZE

Present genuine concern and a willingness to understand without judging.

DE-ESCALATION

Be aware of your non-verbal communications. Ensure your tone, facial expressions, body language, and gestures relay calm and empathy.

RULES OF BODY LANGUAGE

GOOD BODY LANGUAGE

#1 Keep a relaxed and alert stance off to the side of the person.

#2 Keep your hands down, open, and visible at all times.

#3 Use slow, deliberate movements.

#4 Maintain a neutral and attentive facial expression.

GOOD BODY LANGUAGE

#1 Standing rigidly directly in front of the person.

#2 Pointing your finger.

#3 Excessive gesturing or pacing.

#4 Faking a smile.

DE-ESCALATION

Remain respectful and courteous. Address the individual with civility and use phrases such as "please"and "thank you."

VERBAL COMMUNICATION

TONE
+
VOLUME
+
RATE OF SPEECH
+
INFLECTION
=
VERBAL DE-ESCALATION

TONE
Speak calmly to demonstrate empathy.

VOLUME
Monitor your volume and avoid raising your voice.

RATE OF SPEECH
Speak slowly - though not too slowly - because it is soothing.

INFLECTION
Be aware of emphasizing words or syllables as that can negatively affect the situation.

INSTEAD OF SAYING:	TRY:
"Calm down"	"I can see that you are upset..."
"I can't help you"	"I want to help. What can I do?"
"I know how you feel"	"I understand that you feel..."
"Come with me"	"May I speak with you?"

DIVISION OF ELECTIONS

DIRECTORY

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www.elections.alaska.gov

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Administrative Complaint/Fraud Toll Free: 1-888-465-5857